

Removal of the Grade of “4”

There shall be a regular period for removing grades of “4” before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred (i.e., one (1) academic year). A grade of “4” received, after removing a grade of “Inc,” however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc” [Art. 378; amended at 886th BOR meeting, Apr. 28, 1977]

The removal of the grade of “4” shall be governed by the following guidelines: [69th UC meeting, June 21, 2000; approved by UP President, Mar. 14, 2001]

- *A grade of “4” can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination a grade of “3” is given, otherwise, a “5”. Only one (1) re-examination is allowed.*
- *A grade of “4” shall appear in the official Transcript of Records. For the computation of weighted averages, the grade of “4” is counted until it is removed which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of “3” or “5” is counted but the grade of “4” remains in the Transcript.*

- A grade of "4" shall be converted to a grade of "5" if the student does not remove the "4" within the prescribed one-year period through re-examination or if the student does not re-enrol within that year. The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed, will submit the Report of Grade indicating the grade of "5". If the faculty member is unable to make the report, the Department Chair/Institute Director will do so in his/her behalf. To compute weighted average, the "4" is included until the one-year prescription period is over. After the period has lapsed, the grade of "5" or the grade when the subject is re-enrolled is included.
- If a student does not remove the grade of "4" within the prescribed time (which means that the "4" becomes a "5"), credit may still be earned by repeating and passing the subject.
- If a student re-enrolls in the course within one (1) year after s/he obtained a grade of "4", the grade of "4" shall remain a "4" (i.e., grade of "4" shall not be removed; shall be included in the computation of grade averages). It shall not be converted to a "5" even after the prescribed one (1) year period.

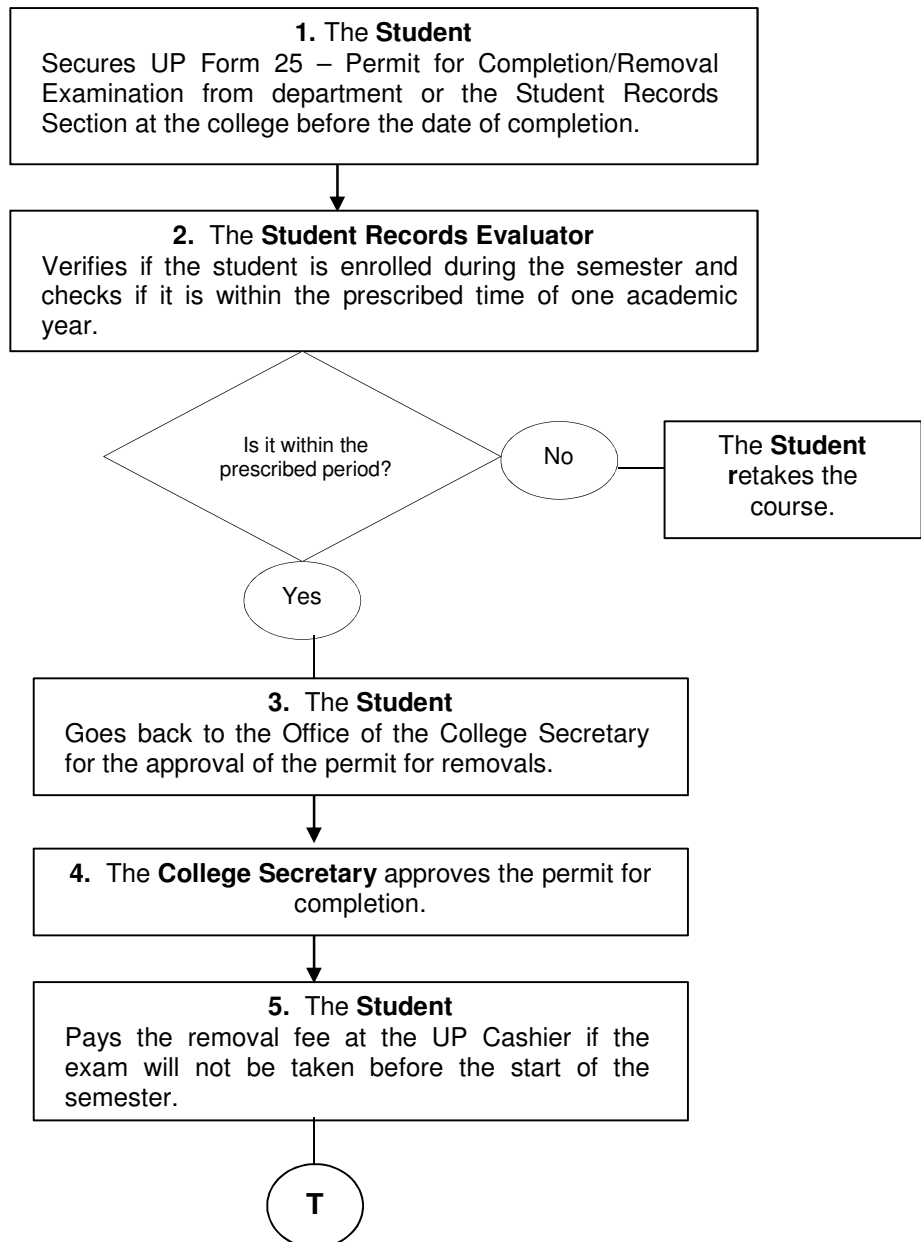
To compute weighted average, the grade of "4" and the grade when the subject is re-enrolled shall be included.

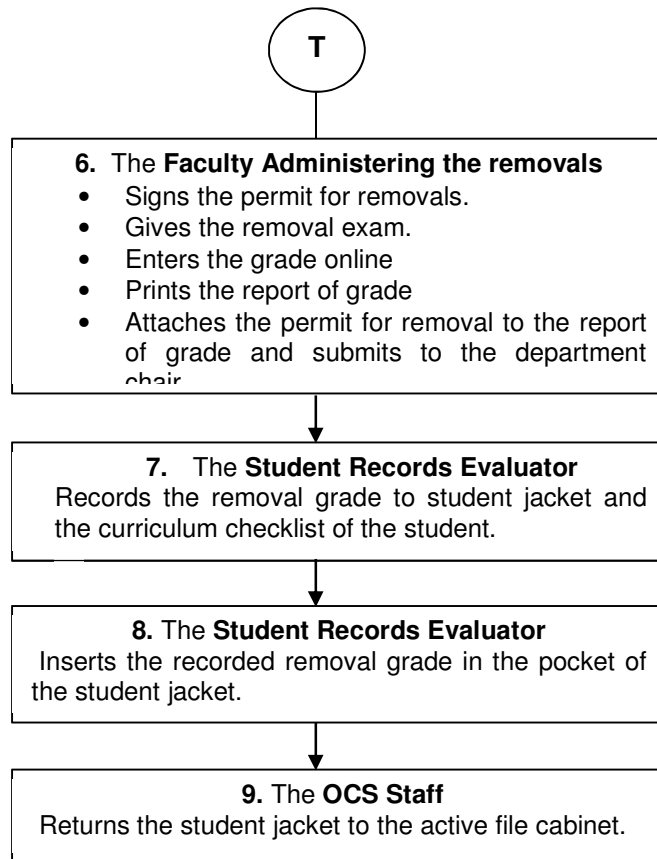
- A student who earns a grade of "4" in the first of a two-semester course^{*} may be allowed to enroll in the next higher course. The grade of "4" given for the first semester work shall be converted to a grade of "3" if the student passes the second semester part of the course in the same academic year; if s/he fails, the grade of "4" received for the first semester work shall be converted to a grade of "5". If the student gets a passing grade in the higher course, the grade of "4" will automatically become "3".
- Removal examinations may be taken at other times upon approval of the Dean and upon payment of the required fee.
- Students who are not enrolled in any subject but who want to remove a grade of "4", must enroll for residence. Registration for residence should be done during the regular enrolment period. Students shall pay the registration fee. In order to take

* A two-semester course is a sequence of two (2) courses provided that the courses are taken in two (2) semesters, one after the other.

the removal examination, the removal examination fee, if required, should be paid.

Processing of Removal of a Grade of 4





Leave of Absence

A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrolment for the rest of the semester. A student on leave of absence does not sever his/her ties with the University.

A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year. [Art. 401]

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the subject has already elapsed, the faculty member may submit a grade of "5" for the subject if the class standing up to the time of the withdrawal is below "3". [Art 402]

A student who withdraws from a college without formal leave of absence [considered on absence-without-leave status or AWOL] shall